



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Manager III

Statewide

**Location:** Personnel/Payroll Services Division  
300 Capitol Mall, 10th Floor, Sacramento, CA 95814

**Issue Date:** April 10, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Nicole Carr, (916) 322-8106

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-220-4802-001

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the general direction of the Chief, Personnel/Payroll Services Division, (PPSD), the incumbent will plan, organize, and direct the activities of subordinate managers and staff engaged in complex analytical studies to support the statewide employment history data base, the uniform state payroll system, and the management information reporting systems. The incumbent will also be responsible for personally resolving complex and/or sensitive issues, supervising staff, preparing recommendations, and giving written and oral presentations to the division chief on matters related to collective bargaining processes, proposals, procedural implementation, and the availability of management information to PPSD staff and customers.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

Specific duties will include, but not be limited to the following:

Direct, plan, and organize the activities of subordinate managers and staff engaged in the analysis and support of the following statewide programs:

- Personnel Services
- Payroll Services
- Collective Bargaining
- Salary and Benefit Programs
- Management Information Retrieval System
- Data Management
- California Leave Accounting System
- CALATERS



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Assist the Information Systems Division with identifying and defining new and existing personnel/payroll, collective bargaining, salary and benefit information systems, which will enhance PPSPD's ability to timely and accurately pay state employees, reduce workload and improve management information capabilities.
- Serve as the primary contact for collective bargaining, payroll, and management information matters for "control agencies", including but not limited to the Department of Personnel Administration, the State Personnel Board, the Department of Finance, the State Legislature, the Governor's and CSU Chancellor's Office representatives.
- Evaluate recommended system changes, establish division priorities, provide direction to the Information Systems Division regarding programming resources assignments.
- Provide technical assistance to the State's bargaining unit teams and serve as a member to negotiate items or benefits affecting all state employees.
- Serve as a chairperson and/or member of various statewide task forces concerned with employee/employer benefits, payroll, personnel, and collective bargaining agreements.
- Develop workload, staff projections, and perform other related duties, as required, to support statewide personnel/payroll systems.

#### Desirable Qualifications

##### Knowledge of:

- Principles and trends of public administration, including management and staff services' practices such as collective bargaining, personnel services, legislative analysis, budgets, planning, program evaluation, and/or other related areas.
- Principles and practices of employee supervision, development and training, program management, and the legislative process.

##### Ability to:

- Gain and maintain the confidence and cooperation of colleagues to further the scope of the indicated work.
- Manage multiple, complex personnel and payroll services programs and utilize interdisciplinary teams effectively to direct the activities of payroll and management information reporting systems.
- Establish and maintain project priorities as well as develop and effectively utilize all available resources.
- Analyze data and effectively present ideas and information orally and in writing.
- Consult with and advise control agencies or other interested representatives regarding payroll, management analysis/information and collective bargaining matters.
- Reason logically, creatively and utilize a variety of techniques to resolve complex governmental and managerial problems.

##### Special Personal Characteristics:

- Demonstrated ability to act independently with flexibility and tact.

***Applications will be screened and only the most qualified will be interviewed***

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5878

Attn: Michelle Dobbins